



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VA 22304-6100**

DLAR 4235.1 DAR 32-4  
AFR 67-125  
NAVSUPINST 4400.70C  
MCO 4400.137A  
DLA-OW  
21 Mar 89

DLA REGULATION  
No. 4235.18

**SPECIAL MEASUREMENT CLOTHING AND FOOTWEAR,  
ORTHOPEDIC FOOTWEAR, GUIDONS, STREAMERS, AND FLAGS  
(Supplementation is permitted at all levels.)**

**I. REFERENCES**

- A. DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP).
- B. Federal Supply Catalog, DOD Section, Identification List, FSC Classes 8430 - Footwear, Men's and 8435 - Footwear, Woman's.
- C. DOD 4160.21-M, Defense Utilization and Disposal Manual.

**II. PURPOSE AND SCOPE**

- A. To establish uniform policy and procedures for the requisitioning and supply of special measurement clothing and footwear, orthopedic footwear, plus guidons, streamers, and flags required by the Military Services.
- B. This regulation is applicable to the Defense Logistics Agency (DLA), the Army, Navy, Air Force, Marine Corps, and by interagency agreement, the Coast Guard. It has been coordinated with, and is concurred in, by the Services.

**III. POLICY**

- A. Special measurement clothing and footwear will be provided to the Services for personnel who cannot be properly fitted through authorized alterations to standard tariff sizes. These categories of clothing and footwear items are authorized for active duty and civilian personnel and will be provided by the Defense Personnel Support Center (DPSC) to the Services at the standard prices listed in the Federal Supply Catalog. The differences between the cost of such items to the Defense Stock Fund and the standard prices will be accounted for by DPSC as purchase price variances. When special measurement items of clothing and footwear are provided to other authorized customers, charges will be based on the actual cost to DPSC for the items furnished.
- B. Orthopedic footwear will be provided to the Services for active duty personnel, civilians, and such other personnel as are authorized by the respective Services. The Services will be responsible for financing the total cost of orthopedic footwear.
- C. Special measurement clothing and footwear, when received by the user and does not properly fit, will be charged to the requisitioner if the measurements of the item supplied are the same as the measurements cited on the special order form. In the event DPSC or the Defense Orthopedic Footwear Clinic (DOFC) inadvertently supplies a size other than the one ordered, full credit will be allowed for return of the items shipped in error and the proper size of clothing or footwear will be provided at no additional cost to the requisitioners.
- D. Guidons, streamers, and flags will be furnished to the Services and other authorized customers in accordance with design and criteria authorized for the requiring activity. With the This DLAR supersedes DLAR 4235.18/AR 32-4/AFR 67-125/

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exception of Army customers (see paragraph VIC), the requisitioner will be responsible for the funding of furnished items at the established standard price.

E. Supply status reports for requisitions will be furnished in accordance with DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP).

#### IV. DEFINITIONS

A. Authorized Alterations. Changes made to standard garments that are authorized by the respective Military Services.

B. Orthopedic Footwear. Boots or shoes of a shape and/or size that are not included in the tariff of the ELA Supply System and cannot be related to a standard commercial size. Such footwear is normally corrective, compensative, or remedial in nature and/or is manufactured on a special orthopedic last, or a standard last with modifications, for individuals with foot injuries or deformities. Usually, orthopedic footwear contains innermolds or built-in appliances molded to fit the contour of the feet.

C. Special Measurement Clothing. Clothing manufactured to the specific measurements of an individual (includes special sizes required by recruit issue points until such time as these sizes can be added to the tariff, providing the size is a normal extension of the pattern grade and the demand warrants centralized procurement). These items are authorized for supply only to individuals who cannot be properly fitted by authorized alterations to standard DLA stocked tariff sizes. Special measurement clothing is limited to standard items stocked in the ELA Supply System.

D. Special Measurement Footwear. Boots or shoes of a standard commercial size that are not included in the normal range of tariff sizes carried in the DLA Supply System.

V. SIGNIFICANT CHANGES. This revision makes minor changes in responsibilities and procedures, and standardizes timeframe objectives for DPSC requisition processing of orthopedic and special measurement footwear, special measurement clothing, flags, streamers, and guidons.

#### VI. RESPONSIBILITIES

A. The Commander, DPSC will be responsible for the manufacture and/or procurement of all special measurement clothing and footwear, orthopedic footwear, guidons, streamers, and flags. The DOFC, as an element of DPSC, is directly responsible for procurement of special measurement and orthopedic footwear for both authorized civilians and military personnel.

B. The Military Services will:

1. Submit authorized accurate requisitions to DOEC or DPSC, as applicable.

2. Assure that the individuals requiring special size clothing or footwear cannot be properly fitted with catalog sizes or authorized alterations thereto.

3. Assure that the individual for whom the clothing or footwear was requisitioned, is provided special measurement clothing or footwear upon being transferred or under honorable circumstances.

4. Assure that guidons, streamers, and flags are requisitioned

for authorized purposes and are appropriately accompanied by adequate design and detail to permit manufacture.

C. The Commander, U. S. Army Support Activity, Philadelphia, Pennsylvania, (USASAP) (AP5) will be responsible for controlling the issue of and funding for flags, guidons, and streamers displayed by Army elements and for furnishing manufacturing instructions to the Directorate of Manufacturing, DPSC.

D. The Chief, Depot Operations Division, Supply Operations, HQ DLA(DLA-OW) will be responsible for:

1. Serving as focal point for all matters pertaining to the operations of the DPSC Clothing Factory and the DOD.
2. Conducting annual Operations Reviews and/or Technical Assistance Reviews at both the factory and the clinic.

## VII. PROCEDURES

### A. Special Measurement Clothing

1. Upon determining, at the time of initial issue or sale, that an individual cannot be fitted from catalog sizes or by authorized alterations thereto, the Military Services clothing sales stores or other authorized activities will assure that the individual is properly measured for special measurement clothing. The measurements will be recorded on DD Form 358, Armed Forces Measurement Blank (Special Sized Clothing for Men) and/or DD Form 1111, Armed Forces Measurement Blank (Special Sized Clothing for Women). Measurements of individuals will be taken only by authorized personnel who have demonstrated competence to correctly interpret instructions on DD Form 358, or DD Form 1111, and who properly take the measurements and record them. In order to be accepted, these forms must be signed by the Clothing Officer prior to submission to the Production Control Office, DPSC-VC. The special measurement blanks will be prepared in their entirety in sufficient copies to meet internal requirements of the originating organization and the original copy for each clothing item will be forwarded to DPSC-VC via facsimile (refer to subparagraph AS) when the requirement for expediting is necessary.

2. [DD Form 1348](#), DoD Single Line Item Requisition System Document (Manual), and/or DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical), will be prepared for each item of clothing per individual. Exception-type requisitions, in addition to standard requisitioning data, will show in the remarks block, the individual's name and abbreviated item description sufficient to identify the item and materiel.

3. Requisitions will be attached to special measurement blanks and submitted to the Commander, Defense Personnel Support Center, ATTN: Directorate of Manufacturing (DPSC-VC), 2800 South 20th Street, Philadelphia, Pennsylvania, 19101-8419 (Routing Identifier Code - S9T), except for requisitions for knitted items, service caps, and gloves which should be marked "ATTN: Requisition Processing Branch, Directorate of Clothing and Textiles" (DPSC-FODR)." Requisitions for special measurement gloves should be submitted with a tracing of the hands on a blank piece of paper attached to the DD Form 358 or DD Form 1111.

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4. Upon receipt of a DD Form 358 or DD Form 1111 and associated requisition, DPSC-VC will develop the specific dimensions into a standard size, where feasible. This information will then be furnished to the DPSC, Directorate of Clothing and Textile (DPSC-F), to maintain a record of demand data for the purpose of expanding the normal range of catalog sizes. When the dimensions have been developed to the extent necessary, DPSC will determine whether the item will be manufactured in the Clothing Factory or be obtained commercial. When the Clothing Factory does not have or cannot readily obtain the basic material to make the item requisitioned, the document will be passed to DPSC-F for procurement from commercial sources.

5. The DPSC Clothing Factory will fill requisitions for special measurement clothing within the following timeframes: (1) all special measurement clothing will be manufactured within 28 production days after receipt of the properly prepared DD Form 358/1111 and off-line [DD Form 1348](#); (2) for recruit training centers, the DPSC Clothing Factory will manufacture special measurement trainee initial-issue items within 21 days of receipt of the properly prepared special measurement blank and [DD Form 1348](#). A facsimile machine is available in the factory to receive special measurement clothing requests. Recruit induction centers will transmit the proper documentation to the DPSC Factory by facsimile to telephone number (AV)444-7927, Commercial (215)952-7927. Other customers may facsimile or mail the documents to the DPSC Clothing Factory per services or AAFES instructions. The Directorate of Manufacturing and the Directorate of Clothing and Textiles will ensure that off-line requisitions are established in the DPSC C&T Active Requisition Control and Status File within 48 hours of receipt in order to facilitate mechanical interface with the customer.

6. In those rare instances where the special measurement clothing requirement is more urgent than the 28 day production time will satisfy, the customer may request DPSC to grant authority for local purchase. Generally, this is not desirable because the cost of the item will normally be significantly higher than if it is manufactured by DPSC. DPSC's permission for local purchase will be determined on the basis of difference in timeframe and cost between the commercial supplier and the DPSC Clothing Factory. Such authority will be used on a nonrecurring basis (i.e., local purchase authority will not be used to satisfy individual requirements beyond those which have been "specifically" approved by DPSC). When DPSC authorizes the requiring activity to locally obtain special measurement clothing, costs for local purchases will be financed by the requisitioning activity. Air Force activities, however, will keep the requisitions in a due-in status until the materiel is received.

B. Special Measurement Footwear

1. Every precaution will be taken to assure that personnel are properly measured for size. Requirements for special measurement and orthopedic footwear will be satisfied by the DOFC which will fill requisitions for footwear within the following timeframes: (1) footwear to satisfy urgent requirements (e.g., when the requiring individual has no appropriate footwear) will be shipped within 21 calendar days after receipt of a properly prepared [DD Form 1348](#) and (if necessary) DD Form 150, Special Measurement Blank for Special Measurement/Orthopedic Boots and Shoes; (2) footwear to satisfy normal requirements will be shipped within 60

calendar days after receipt of properly executed DD Form 1348 and (if necessary) DD Form 150. DD Forms 1348 and 150 will be prepared in their entirety, in sufficient copies, and the original copy for each form will be forwarded to DOFC via facsimile, (Commercial) (617)451-4488 or (AV)955-4488, ATTN: DOFC.

2. If an individual cannot be properly fitted with a standard tariff size, determination will be made as to whether that person can be properly fitted with two different catalog sizes. Since there is no requirement to obtain special measurement footwear from DOFC, the individual will be provided with one each of the different catalog sizes and charged the price of a single pair. The remaining unused footwear will be disposed of in accordance with DoD 4160.21-M, Defense Utilization and Disposal Manual.

3. When the individual requires special measurement footwear, a DD Form 1348 will be forwarded direct to the Defense Orthopedic Footwear Clinic, 495 Summer Street, Boston Massachusetts, 02210, (Routing Identifier Code-SIT). No other forms need to accompany the requisition. The "Remarks" portion of the DD Form 1348 will contain the requiring individual's name, rank, social security number, and applicable specification and size required (e.g., Spec MIL-B-0000, Size 5AAA). In the event this procedure may not satisfy the requirement for the exact size and/or shape of footwear needed, the requisitioning activity may obtain the footwear in accordance with the procedures prescribed for orthopedic footwear.

4. DOFC will initiate expeditious action to acquire and forward the footwear that was ordered to the requisitioning activity. DOFC will furnish information on all requisitions for special measurement footwear to the DPSC (commodity manager) to enable that activity to maintain demand data for the purpose of expanding the normal range of catalog sizes when considered necessary.

C. Orthopedic Footwear

1. Initial Supply

a. All individuals who require orthopedic footwear will be referred to the local military or VA medical facility where responsible personnel will completely execute a DD Form 150 or comparable form. When the requirement for orthopedic footwear is confirmed, the Supply Officer will prepare a DD Form 1348 for a "trial" pair of the footwear required. When both low quarter shoes and combat boots are required, the "trial" pair will be the necessary required footwear to meet the patients' duty needs. In addition to standard requisitioning data, the DD Form 1348 will include the individual's name, rank, and social security number, as well as the size and type of footwear for each foot. The MILSTRIP requisition number will be entered on the DD Form 150 in the space provided. Both documents will be forwarded to DOFC.

b. When it has been determined that the individual's foot cannot be clearly and fully described, it may be necessary to prepare a cast of one or both of the feet to enable DOFC to construct the proper shoe last. Normally, the preparation is accomplished by the local medical facility or commercial contractor. The cast will then be properly packaged and forwarded to DOFC with the pertinent DD Form 150 and DD Form 1348. When the required cast(s) cannot be properly prepared locally, or it is otherwise necessary, DOFC will be contacted to arrange for the individual requiring the footwear to visit DOD for preparation of the cast(s) and/or to permit more detailed measurements. DOFC telephone number is (AV)955-3140 or Commercial (617) 451-3140.

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Costs associated with travel to DOFC for this purpose will be charged by the requisitioning activity to the funds of the applicable Military Service in accordance with each Military Service's funding procedures.

c. The DOFC may query the requisitioner if any information submitted requires further clarification. DOFC will relate the measurements, shown on the DD Form 150, to a shoe last available in storage. When the required shoe last is not available or cannot be appropriately modified, DOFC will construct one to the specifications indicated on the DD Form 150. When the proper shoe last is available, DOFC will initiate action to ensure expeditious procurement and forwarding of the footwear to the requisitioning activity. DOFC will enclose a DOFC Form 10, Fitting Report Special Footwear, with each "trial" pair of footwear.

d. The footwear and the Fitting Report will be delivered to the clothing store or issue point which will complete the issue. In the event that the footwear does not properly fit the individual, the local medical facility will determine what modifications of the special measurement or orthopedic footwear are required. The local medical facility will appropriately annotate the Fitting Report. When possible, the respective Military Service will authorize the required changes to be effected locally and return the annotated Fitting Report to DOFC to be used in procurement of additional footwear for the individual; otherwise, the footwear and annotated Fitting Report will be returned to DOFC for modifications only. Consequently, DOFC will request the requisitioner to submit another [DD Form 1348](#) to provide the necessary additional funds. When the required modification is minor, it will be performed by DOFC personnel at no charge to the requisitioner. When the modifications have been completed, the footwear and a new Fitting Report will be forwarded to the requisitioner for sale or issue to the requiring individual. If the "trial" pair of footwear fits properly, the responsible Military Service personnel will complete the Fitting Report, return it to DOFC, and consummate the issue or sale of the footwear. In all instances, the requisitioning activity will return each Fitting Report to DOFC within 30 calendar days of the date on which it is received. When this is not feasible (such as extended absence of the individual requiring the footwear), DOFC will be notified as to the reason for delay and the date by which the Fitting Report will be returned. When the same individual requires footwear, in addition to the "trial" pair, a new [DD Form 1348](#) will be submitted to DOFC with notation of the previous DD Form 150 and [DD Form 1348](#). The requisitioning activity will exercise caution to assure that the quantity requested does not exceed the quantity authorized by the respective Military Service and/or the quantity needed by the individual to perform his/her assigned functions.

## 2. Replacement Footwear

a. When replacement footwear is required, the individual will report to the clothing store or issue point with a copy of the DD Form 150 which is retained with his/her clothing records. The clothing store or issue point will refer the individual to the responsible Military Service personnel to determine if the individual's foot measurements have changed.

b. If measurements have changed, a new DD Form 150 marked "revised" will be prepared to accompany the [DD Form 1348](#). If measurements have not changed the Supply Officer and the Medical

Officer will determine the feasibility of repairing the previously supplied shoes. When this is feasible, the footwear may be repaired locally or returned to DOFC for repair. Expense of repair will be borne by the requisitioning activity. When repairs are not appropriate, the replacement footwear will be requisitioned on [DD Form 1348](#) with a statement that those previously requisitioned satisfactory. Replacement footwear will be funded by the Military Services, except when furnished to dependents. As appropriate, the original DD Form 150, or a copy of the new form marked "revised", will be annotated to show requisition fiber and date submitted and forwarded to the individual's unit for retention with his/her clothing record.

3. Retention and Disposition of Files and Lasts

a. Case files and orthopedic footwear lasts, prepared from casts of individual feet, will be retained and maintained by DOFC only until receipt of official notification that the individual concerned is deceased or otherwise ineligible for further services from DOFC. Lacking such notification, the lasts will be retained for 5 years after shipment of the last footwear prepared therefrom. If the individual for whom the last was prepared is not deceased, and is no longer eligible for services from DOFC, or the Veterans Administration outpatient Clinic (VAOC), the orthopedic last may be sold to the individual at a price established by DOFC. When there is no longer a need to retain the orthopedic last at DOFC, it will be disposed of in accordance with DoD 4160.21-M, or transferred to VAOC, whichever is appropriate. Transfers of the case files and/or orthopedic lasts to the VAOC will occur only upon request of the VAOC.

b. If the individual, for whom a shoe last was prepared, is released from active duty, DOFC will be notified and the individual will have the option of purchasing the last within the following 3-months, after which time it will not be retained by DOFC.

D. Disposition of special Measurement Clothing and Footwear and Footwear and Orthopedic Footwear. When the requisitioned item is received, it will be made immediately available to the individual for whom it was ordered. When an individual is transferred to another Organization or station, and has in his/ her possession or on requisition, Organizational type special measurement clothing and/or special measurement and/or orthopedic footwear, such clothing and footwear will be transferred with that individual. when the organizational type item is no longer required or the individual is released from active duty, such clothing and footwear may be offered to the individual at a price determined to be appropriate by the respective Military Service (the individual will not be charged for orthopedic footwear). In the event the individual does not elect to purchase the item, disposal action will be taken in accordance with DoD 4160.21-M.

E. Guidons, streamers, and Flags

1. [DD Form 1348](#), and/or 1348m, will be prepared for each item. The requisition will show an abbreviated item description sufficient to identify the item and material in addition to standard requisitioning data. (See paragraph 1B.) Marine Corps requisitions will be submitted per the guidance contained in Subparagraph D3. Air Force requisitions (AOE or A05) for Organizational flags must be accompanied by a full scale Institute of Heraldry approved drawing and the remarks section of the requisition will indicate designation of the organization to be embroidered on the scroll of the flag. Army requisitions must

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contain exception data indicating the name of the organization requesting the items. Where appropriate, a work copy of the drawing should be forwarded with the requisition. Work copies/drawings must reflect the requisition number.

2. All requisitions, with the exception of Army, will be forwarded to Commander, Defense Personnel Support Center, ATTN: Directorate of Manufacturing (DPSC-VC), 2800 South 20th Street, Philadelphia, PA, 19101-8419 (Routing Identifier Code - S9T). All Army requisitions will be routed through U.S. Army Support Activity, P.O. Box 13460, Philadelphia, PA 19101-3460 (RIC-AP5) (STRAP-SEF).

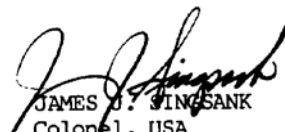
3. The issue of Marine Corps flags, guidons, and streamers is controlled by the Commanding General, Marine Corps Logistics Base (MAU), Albany, Georgia 31704-5000; therefore, all Marine Corps using unit requisitions will be submitted to that command. Requisitions for Type I Marine Corps battle standards will indicate the designation of the organization to be embroidered on the scroll of the flag. (NOTE: Types II and III Marine Corps standards do not require special scrolling.) Requisitions for guidons or battle streamers will designate the location of letters and numerals and the number and type of devices desired. (NOTE: Dress guidons do not require scrolling.)

4. For Navy, information and procurement of Flags and Streamers are contained in SECNAVINST 10520.2D.

5. DPSC will fill requisitions for flags, guidons, and battle streamers according to the following objectives:

- a. All Army battle streamers without embroidery and guidon blanks from stock - 21 calendar days.
- b. Army guidons - no blank in stock for Navy - 45 calendar days.
- c. All Marine Corps battle streamers with embroidery and guidons - 90 calendar days.
- d. Army Distinguished Service Schools, Institutional Junior Division ROTC flags - 60 calendar days.
- e. Army and Navy flags, Organizational, Institutional, and distinguished service schools - 126 calendar days.
- f. Marine Corps Standards, Type I, II, and III flags - 180 calendar days for Type I and 30 calendar days Types II and III.
- g. Marine Corps guidons and dress guidons - 180 days and 30 days, respectively.
- h. Air Force organizational flags, streamers, and guidons - 126 workdays, 21 workdays, and 28 workdays, respectively. (These timeframes are for normal work conditions and may be extended based on the workload on hand.)

BY ORDER OF THE DIRECTOR

  
JAMES O. FINKBANK  
Colonel, USA  
Staff Director, Administration



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DISTRIBUTION

Defense Logistics Agency: 81  
Army: Active Army, ARNG, USAR: To be distributed  
in accordance with DA Form 12-9-E requirements for AR,  
Clothing and Textile Materiel - D (Qty rqr block no. 3265)  
Navy: SNDL parts 1 and 2  
Copy to:  
NAVSUP (SUP OOE; 0311, 081B2 (7 copies); 0821 (15 copies);  
09A; 09B; 091).  
Stocked: NAVPUBFORMCEN: 5801 Tabor Avenue, Philadelphia,  
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Marine Corps: A Plus 7000049 (6)  
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COORDINATION: DPSC-LR, DLA-CR, DLA-KS,  
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